



Brighouse High Sixth Form College

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24 September 2018

Dear Parent/Carer & Student,

Re: Year 12 Work Experience Monday 8th - Friday 12th July 2019

It is a national requirement that all year 12 students participate in a compulsory work experience placement as part of their Post 16 Education and we are looking forward to another successful week in July 2019.

Year 12 students should immediately consider the type of working environment they wish to experience and start the process of contacting prospective employers as soon as possible. All placements should be organised by **Friday 20th December**. Although we will support students with this process we do expect them to make a significant effort in researching and making contact with an employer.

The careers team can support the process and ALL students are expected to make an appointment in the coming weeks to discuss their plans for the placement. Students should be organised and proactive and make this appointment as soon as possible.

Appointments can be made with **Heidi Haigh** by email h.haigh@brighouse.calderdale.sch.uk and these will be allocated on a Thursday morning. In addition **Lindsay Walker**/ Post 16 Careers Advisor (Lindsay.Walker@ckcareers.org.uk) is also available in college all day on a Monday for appointments and students can make these at the sixth form reception.

Students can miss part of their timetabled lesson to attend appointments.

We also advise that students ensure their CV is up to date and they can ask Lindsay Walker to check any formal documentation. (When students make arrangements for work experience placements and contact employers we remind them to use a formal and appropriate style of writing and also to enclose a CV)

If students are interested in a career in medicine or nursing, please note we have the opportunity for 10 places at Calderdale Royal Hospital or Huddersfield Royal Infirmary during the week of **Monday 15th – 19th July 2019**. There are separate application forms to be completed which can be requested via Heidi Haigh; places are not guaranteed until students have completed a satisfactory interview held by hospital staff in college. For students interested in Midwifery we have a 'Midwifery Day' on Monday **5th November** and any students who wish to be allocated a place must contact Heidi Haigh as soon as possible.

Students planning a career in teaching (at least 3 weeks of work experience is required) or the NHS, must secure other experiences/placements and this can be organised in a student's non-timetabled time.

We will be in touch in the coming weeks with the next stages of the process, but in the meantime we ask for your support in helping your son/daughter securing a placement.

Yours faithfully

Lorna Aitken

Mrs. Lorna M Aitken/ Head of Information, Advice and Guidance (IAG)